



# PROGRAM SPONSOR ALERT

Date: December 4, 2014

Number: 14-09

Subject: Automatic Withdrawal of Programs with over 5 years of Inactivity.

## Summary

At the October 2014 Committee on Accreditation (COA) meeting new language was adopted for Accreditation Handbook, chapter three, pertaining to inactive programs. The new handbook language enacts a formal process to automatically withdraw inactive programs that have not made a decision about their status after the five year maximum. A formal appeal process has also been put into place for programs that are automatically withdrawn after the five year maximum should those programs prefer to pursue reactivation.

## Background

For a variety of reasons, an institution or program sponsor may decide to declare a Commission approved program 'inactive'. For inactive programs, the COA has defined five years as the maximum amount of time a program may be inactive. Prior to 5 years from declaring a program inactive the program sponsor is required to determine whether the program will be withdrawn permanently or reactivated.

Prior to the October 2014 meeting the Accreditation Handbook was silent regarding consequences for programs that have not made a decision after the five year maximum.

It is important to note that an inactive program cannot be reactivated or withdrawn until the COA takes action at a regularly scheduled meeting.

## New Handbook Language:

The following has been added to chapter three of the Accreditation Handbook pertaining to inactive programs:

- *Programs that have been on Inactive status will be notified as the 5 year maximum approaches. Programs that do not respond by notifying their intention to withdraw or*

*reactivate the program will be placed on a COA Agenda immediately following the 5 year maximum date and automatically withdrawn as of the date of the COA meeting.*

- *To appeal an automatic withdrawal, an institution is given 90 days from the date of notification of withdrawal to submit a formal letter requesting reconsideration. The appeal letter must be on formal letterhead and should be addressed to the Administrator of Accreditation. Any institution requesting reactivation must follow the existing reactivation processes and procedures. Once the request is received and all appropriate documentation reviewed, it will be placed on the nearest upcoming Committee on Accreditation meeting agenda for consideration.*

## **References**

- [October 2014 COA Agenda Item 14](#)
- [Accreditation Handbook](#) (all chapters)
- [Accreditation Handbook: Chapter Three](#)

## **Contact Information**

The Professional Services Division provides a full list of topic- and program- specific dedicated email addresses at: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>. Questions specifically related to this PSA may be sent to [accreditation@ctc.ca.gov](mailto:accreditation@ctc.ca.gov).